

**OTHER BUDGET INFORMATION FORM -- SUMMARY BUDGET
(ED 851A-5)
INSTRUCTIONS**

Place the completed Other Budget Information Form (ED 851A-5) behind the Summary Budget Form (ED 524)

Use the Other Budget Information Form (ED 851A-5) to explain those costs that are common to all activities. Including:

- The basis for the estimated annual increments of salaries calculated for personnel in subsequent years under the grant;
- The basis for the percentage of fringe benefits claimed, including the elements involved in the fringe benefits calculation, and the difference, if any, between fringe benefits for administrators, faculty, temporary employees, students, etc.;
- Institutional policies regarding travel costs, within and out-of-state, including the basis for calculating the per diem rates;
- Institutional policies governing procurement procedures for the purchase of equipment and supplies, including policies on competitive bidding; and,
- Institutional policies and procedures governing the selection and payment of consultants.

AND

- The use of grant monies for the establishment or development of the institution's endowment fund.

GRANT APPLICATION FOR THE TITLE III PROGRAMS Title III, Higher Education Act, as amended.		Form Approved: OMB No. 1840-0114 Exp. Date: 12/31/2002
OTHER BUDGET INFORMATION FOR SUMMARY BUDGET		
1. Name of Applicant Institution:	2. Activity Title:	
3. Remarks		